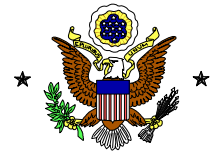


UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF ALABAMA
Mobile, Alabama



May 2, 2013



Vacancy Announcement # 13-04

U. S. PROBATION OFFICER

Position: The U. S. Probation Office, Mobile, Alabama, is seeking qualified applicants who are self-motivated with excellent interpersonal skills and a strong work ethic for a full-time probation officer position. Applications will be accepted until May 15, 2013, or until position is filled. **MORE THAN ONE POSITION MAY BE FILLED FROM THIS ANNOUNCEMENT.**

Duties: Probation Officer:

1. Develop and maintain a broad knowledge of, and commitment to, the Probation Office's purposes, policies, functions, and procedures.
2. Conduct investigations and prepare reports for the court with recommendations for sentencing of individuals convicted of federal offenses, to include interviewing offenders and their families, and investigating the offense. Visit various federal and local law enforcement agencies and public and private concerns to collect and record information for both presentence reports and collateral investigations.
3. Provide presentence reports and sentencing recommendations to the court. Respond to judicial officer's request for information and advice. Testify in court as to factual findings and guideline applications.
4. Supervise offenders to maximize adherence to imposed conditions, reduce risk to the community, and to provide correctional treatment.
5. Maintain personal contact with offenders through office and community visits and by telephone. Investigate employment, sources of income, lifestyle and associates to assess risk and compliance. Conduct tests for detection of substance abuse.
6. Complete investigative reports; conduct preliminary interviews and other investigations.
7. Perform other related duties as required.

Qualifications: The candidate must be a graduate of an accredited college or university, with a bachelor's degree in Criminal Justice or a related field, and must have experience relating to the functions of this position. Computer skills and the ability to type proficiently are required. An advanced degree is preferred. **Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not qualify as specialized experience.**

Special Requirements: The candidate selected must be a U. S. citizen, under the age of 37 (at the date of appointment), and meet physical standards established under the provisions for law

enforcement personnel. Also, the candidate must be tactful and mature, use good judgement, be able to meet the public, maintain confidentiality and work harmoniously with others. Applicants may be subject to a writing and typing skills test. The final candidate will undergo fingerprinting, a law enforcement records check and a financial credit check. **Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending an extensive government background investigation and favorable suitability determination by the court. In addition, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations and drug screening. The medical requirements and the essential job functions derived from the medical guidelines for probation officer are available for public review at <http://www.uscourts.gov>.**

Salary: The annual starting salary will be CPS CL 23/1 - CL28/15, \$36,183 - \$63,067, depending upon experience, with promotional opportunities to CL 28/61 \$89,481. Electronic Fund Transfer (EFT) for payroll deposit is required.

Appointment/Position Term: The appointment will be subject to continued federal funding. The position will be considered a “provisional appointment” until the successful completion of the background investigation.

Application Procedures: Submit an application package which is to include: a cover letter of interest which addresses skills and experience, the official AO 78 Application Form, a current resume, and Standard Form 171. To obtain the forms and additional information, visit “Employment Opportunities” on our web page at: <http://www.alsp.uscourts.gov>

**Application packages should be mailed to: U. S. Probation Office,
ATTN: Human Resources, 201 St. Michael Street, 2nd Floor, Mobile, AL 36602**

Only those applicants considered for interview will receive further notification in writing. Testing, interview-related travel expenses, and any relocation expenses must be paid by the applicant.

The U. S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief Probation Officer may elect to select a candidate from the original qualified applicant pool.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER